

THE MINUTES OF THE ANNUAL MEETING OF THE WHEATLEY HILL PARISH COUNCIL

HELD ON MONDAY 8 MAY 2017

Present: Councillors Mrs E Carr, E Goyns, Mrs M Goyns, B Miller, J Miller, Mrs M Nicholls, M Nicholls, and Mrs C Stogdale

Apologies: Councillor Mrs L Stewart

1 ELECTION OF CHAIR

RESOLVED that Councillor M Nicholls be elected Chair of Wheatley Hill Parish Council for the ensuing year.

Councillor Nicholls accepted the office of Chair and thanked Members for their help and support. He thanked them for their confidence in him and stated he would act in the best interests of the village and community over the forthcoming year.

Councillor Nicholls paid tribute to Councillor B Maddison who had not stood for re-election to the Parish Council. Councillor Maddison had served many years on the Parish Council and had been an integral part of its success. On behalf of the Parish Council, Councillor Nicholls wished him all the best for the future.

Members were also asked to welcome Councillor B Miller, the newly elected Member to Wheatley Hill Parish Council.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Mrs E Carr be appointed Vice-Chair of Wheatley Hill Parish Council for the ensuing year.

3 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor to Wheatley Hill Parish Council for the ensuing year.

4 APPOINTMENT OF SCHOOL GOVERNORS

RESOLVED that Councillor J Miller be appointed to serve as School Governor to St Godric's Primary School.

5 APPOINTMENT TO SUB-COMMITTEES

RESOLVED that the following appointments be made:-

Cemetery Sub-Committee
Councillors Mrs E Carr, Mrs M Goyns and Mrs C Stogdale

Allotment Sub-Committee
Councillors B Miller, J Miller and M Nicholls

6 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the external bodies listed for the forthcoming year:-

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Citizens Advice County Durham
Councillor Mrs L Stewart

County Durham Association of Local Councils
Councillors J Miller and Mrs L Stewart

Durham Rural Community Council
Councillor Mrs L Stewart

East Durham Association of Town and Parish Councils
Councillors Mrs E Carr, J Miller and M Nicholls

Wheatley Hill Community Association
Councillors J Miller and Mrs L Stewart

7 DATE AND TIME OF ORDINARY MEETINGS OF WHEATLEY HILL PARISH COUNCIL

RESOLVED that meetings of Wheatley Hill Parish Council be held on the second Monday of each month commencing at 6.00pm, with the exception of August where no council meeting would be held due to recess. Meeting dates were subject to change with the consent of the Chair of the Parish Council.

8 THE MINUTES OF THE LAST MEETING held on 10 April 2017, a copy of which had been circulated to each Member, were approved and signed by the Chair.

9 COMMUNITY POLICING

The Clerk reported that PCSO K Hyde had submitted her apologies and provided the following report.

Criminal Damage – 8
Theft from a Motor Vehicle – 3
Theft of a Motor Vehicle – 1
Anti-Social Behaviour - 12

Members were advised that anti-social behaviour was down 5% compared to this time last month.

RESOLVED that the information given, be noted.

10 CORRESPONDENCE

(1) Request for Financial Assistance - Wheatley Hill Constitutional Club

The Clerk reported the receipt of a request for financial assistance from Wheatley Hill Constitutional Club towards the honorary members' day out in July 2017.

RESOLVED that a donation of £300 be made from the Section 137 Budget.

(2) Letters of Thanks

The Clerk reported the receipt of the following letters of thanks.

Greenhills Centre
Citizens Advice County Durham

RESOLVED that the information given, be noted.

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11 PLANNING

(1) Applications

DM/17/01282/FPA – Proposed single storey front extension to enlarge existing day room and create new porch area at Abbots Court Nursing Home, Wingate Lane, Wheatley Hill, DH6 3LP for Mr J Russi

(2) Approvals

DM/17/00929/FPA – Two and single storey extensions to rear and erection of detached garage at 10 East View, Wheatley Hill, DH6 3LF for Mr B Humes

DM/17/00745/AD – 2 no internally illuminated signs and 1 no non-illuminated sign at The Co-operative Food, Quilstyle Road, Wheatley Hill, DH6 3RF for Food Programme Delivery Orchid Group

RESOLVED that the information given, be noted.

12 DELEGATES REPORTS

The Chair provided Members with an update on various issues in the village.

RESOLVED that the information given, be noted.

13 HEAD GROUNDPERSONS REPORT

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

14 CLERK'S REPORT

(1) Allotments/Stable Blocks - Waiting List

The Clerk provided Members with details of the waiting list for allotments and stable blocks.

RESOLVED that the information given, be noted.

(2) Internal Audit Report for the Year Ending 31 March 2017

The Clerk reported the receipt of the internal audit report for 2016/2017 undertaken by Mr G Fletcher.

Members were advised that local councils in England were expected to complete an annual return which summarised their annual activities at the completion of each financial year. It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the annual return was to be completed by the Parish Council's independent internal auditor who gave an opinion of the Parish Council's internal controls, details of which were outlined to Members. All the key controls contained within the annual return were examined and found to be working satisfactory.

The auditor had recommended that a review of the council's internal controls be

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undertaken to support the Annual Governance Statement. The Clerk advised that a report reviewing the effectiveness of the council's internal controls had been undertaken in line with the recommendation.

RESOLVED that the internal audit report for 2016/2017 be accepted and the report on the effectiveness of the council's internal controls be adopted.

(3) Dog Poop Bags

The Clerk sought approval to purchase 10,000 economy dog poop bags at a cost of £136.68 inclusive of VAT and delivery.

RESOLVED that approval be granted for the purchase of 10,000 dog poop bags at a cost of £136.68.

(4) Community Action Team Programme

The Clerk reported that the Community Action Team (CAT) would commence an 8 week programme in Wheatley Hill from 5 June 2017.

Members were advised that the CAT brought together residents and a range of organisations to tackle housing and environmental issues by identifying local priorities and making the best use of resources. The 8 week rolling programme included 2 weeks identifying, prioritising and planning issues and priorities, 4 weeks of action and 2 weeks of review.

The CAT dealt with issues which included housing standards, management of privately rented properties, empty properties, removing rubbish dumped in gardens, on streets and on waste ground, assisting with improvements to buildings and abandoned land and investigating noise issues.

RESOLVED that the information given, be noted.

15 PAYMENTS

RESOLVED that the payments listed be endorsed.

CHQ NO	PAYMENT TO	DETAIL	COST	VAT	TOTAL
105301	JAC's Accountancy Limited	Payroll Services - Annual Report	30.00	6.00	36.00
105302	Horns	Cemetery Supplies	83.31	16.67	99.98
105303	npower	Electric - Heritage Centre	163.17	8.16	171.33
105304	Durham County Council	Annual Trade Waste	612.00		612.00
105305	County Durham Association of Local Councils	Annual Subscription Fee	385.63		385.63
105306	M Nicholls	Telephone Allowance	25.00		25.00
105307	J Thompson	Telephone Allowance	25.00		25.00
105308	G Fletcher	Internal Audit Fee	260.00		260.00
105309	J Thompson	Reimbursements	33.60	4.03	37.63
105310	Wheatley Hill Constitutional Club	Section 137 Donation	300.00		300.00

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105311	Speckmans Funeral Service	Gravedigging Fees			80.00		80.00
105312	JAC's Accountancy Limited	Payroll Services - May 2017			20.00	4.00	24.00
105313	JRB Enterprise Ltd	Poop Scoop Bags			113.90	22.78	136.68
Internet Banking	Payroll	Wages - May 2017			4085.73		4085.73
Internet Banking	Councillors Mrs M Goyns and Mrs L Stewart	Attendance Allowance			434.56		434.56
Internet Banking	HMRC/DCC	PAYE/Pension - May 2017			2584.20		2584.20
Direct Debit	British Telecom	Telephone/Internet			40.99	8.20	49.19
					TOTAL	9,277.09	69.84 9,346.93

16 RISK MANAGEMENT

The Clerk advised that there was nothing to report.

17 ANY OTHER BUSINESS

(1) Pot Holes – Quilstyle Road

Councillor Carr reported numerous pot holes in the pavement outside the Co-op, Quilstyle Road.

RESOLVED that the matter be reported to Durham County Council.

(2) Dog Bin

Councillor Stogdale reported that the dog bin in the vicinity of Black Lane was missing.

RESOLVED that the matter be reported to Durham County Council.

..... Signed

..... Dated